

**U.S. DEPARTMENT OF EDUCATION  
OFFICE OF POSTSECONDARY EDUCATION  
INTERNATIONAL EDUCATION AND GRADUATE PROGRAMS  
SERVICE  
WASHINGTON, D.C. 20006-8521**



**Fiscal Year 2003**

**APPLICATION FOR NEW FELLOWSHIPS**

**JACOB K. JAVITS  
FELLOWSHIP PROGRAM**

**CFDA No. 84.170**

**CLOSING DATE: December 11, 2002**

**DATED MATERIAL – OPEN IMMEDIATELY**

OMB No. 1840-0562

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## **Paperwork Burden Statement**

**According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0562. The time required to complete this information collection is estimated to average 5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Carolyn Proctor U.S. Department of Education, 1990 K St., NW, Suite 6000, Washington, D.C. 20002-8521.**

**Application for Grants Under  
The Jacob K. Javits Fellowship Program  
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**U.S. Department of Education  
Office of Postsecondary Education  
Higher Education Programs**

Dear Applicant:

We are pleased to provide the application booklet for the Fiscal Year 2003 Jacob K. Javits Fellowship Program competition.

The U.S. Department of Education's Office of Higher Education Programs administers the Jacob K. Javits Fellowship Program, which is authorized under Title VII, Part A, Subpart 1 of the Higher Education Act of 1965, as amended (HEA). The Jacob K. Javits Fellowship Board (Board), composed of distinguished scholars appointed by the Secretary of Education, establishes the policies for the program.

The Jacob K. Javits Fellowship Program assists students to undertake graduate study in selected fields of the arts, humanities and social sciences leading to a doctoral or master's degree where the master's degree is the terminal highest degree awarded in the selected field of study. Students must demonstrate (1) superior ability and achievement, (2) exceptional promise, and (3) financial need. The selected fields of study are determined by the Board and are listed in this booklet.

To be eligible for a Jacob K. Javits Fellowship, a student must, at the time of submitting an application, be entering graduate school in the academic year 2003-2004 or have not completed the first full year of any doctoral or master's study. In addition, the applicant must be eligible to receive a federal grant, loan or work assistance as determined by the Federal Student Aid Processing System, in accordance with the student eligibility requirements set forth in section 484 of the HEA. An applicant must be either a U.S. citizen or national, a permanent resident of the U.S., in the U.S. for other than a temporary purpose and intend to become a permanent resident, or a citizen of any one of the Freely Associated States.

All applicants are urged to read this booklet carefully before preparing an application, and should take special note of the three basic requirements. This booklet includes all the forms and instructions necessary to complete the application except for the Free Application for Federal Student Aid (FAFSA), required for the financial need calculation. Applicants may obtain a copy of the FAFSA at the Internet address: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or from their institution's financial aid office. ***Applicants must submit the FAFSA according to the instructions on the FAFSA, either by mail or electronic filing, on or before January 31, 2003.***

We use a two part system to award fellowships. First, panels composed of scholars, from the appropriate areas and disciplines, read and rate the applications on the basis of the student's demonstrated scholarly abilities, achievements and exceptional promise -- the first two requirements for receiving a fellowship. In particular, panels make a careful assessment of the applicant's personal statement, academic qualifications, recommendations, and other significant scholarly and academic honors and awards. Second, we evaluate the student's financial need -- the third basic requirement for receiving a fellowship. To be considered for a fellowship, an applicant must complete and submit the FAFSA for the academic year 2003-2004.

The Office of Higher Education Program's Graduate Team is available to assist you, and we encourage you to contact us with any questions. You may reach the Graduate Team by email at [ope\\_javits\\_program@ed.gov](mailto:ope_javits_program@ed.gov), or by telephone at (202) 502-7542. E-mail may provide you with the most expedient response.

Please note that you must submit your application by December 11, 2002. The instructions for the transmittal of the application are located on the inside back cover of this booklet.

On behalf of the Jacob K. Javits Fellowship Board and the Department, I wish you every success with your application and in your graduate studies.

Sincerely,

Wilbert Bryant  
Deputy Assistant Secretary  
for Higher Education Programs

4000-01-U

DEPARTMENT OF EDUCATION

(CFDA No. 84.170A)

Office of Postsecondary Education

Jacob K. Javits Fellowship Program

Notice inviting applications for new awards for fiscal year (FY) 2003.

PURPOSE OF PROGRAM: The purpose of the Jacob K. Javits Fellowship (JKJ) Program is to award fellowships to eligible students of superior ability, selected on the basis of demonstrated achievement, financial need, and exceptional promise to undertake graduate study in selected fields in the arts, humanities, and social sciences leading to a doctoral degree, or to a master's degree in those fields in which the master's degree is the terminal highest degree awarded in the selected field of study at accredited institutions of higher education. The selected fields in the arts are: creative writing, music performance, music theory, music composition, music literature, studio arts (including photography), television, film, cinematography, theater arts, playwriting, screenwriting, acting, and dance. The selected fields in the humanities are: art history (including architectural history), archeology, area studies, classics, comparative literature, English language and literature, folklore, folklife, foreign languages and literature, history, linguistics, philosophy, religion, speech, rhetoric, and debate. The selected fields in the social sciences are: anthropology, communications and media, economics, ethnic and cultural studies, geography, political science, psychology (excluding clinical psychology), public policy and public administration, and sociology (excluding the master's and doctoral degrees in social work).

ELIGIBLE APPLICANTS: Individuals who at the time of application: intend to pursue, at accredited U.S. institutions of higher education in academic year 2003-2004, doctoral or master's degrees (if the master's degree is the terminal highest degree awarded) in fields selected by the JKJ Board; have not completed their first full year of study for doctoral or master's

degrees in the fields for which the individuals are applying; and are eligible to receive grants, loans, or work assistance pursuant to section 484 of the Higher Education Act, as amended. An individual must be a citizen or national of the United States, a permanent resident of the United States, in the United States for other than a temporary purpose and intending to become a permanent resident, or a citizen of any one of the Freely Associated States.

Note: An individual who has had a JKJ Fellowship in any field of study is ineligible.

APPLICATIONS AVAILABLE: October 8, 2002.

DEADLINE FOR TRANSMITTAL OF APPLICATIONS: December 11, 2002 for the JKJ Program. January 31, 2003 for the Free Application for Federal Student Aid.

ESTIMATED AVAILABLE FUNDS: \$10,000,000.

ESTIMATED AVERAGE SIZE OF AWARDS: \$36,000.

ESTIMATED NUMBER OF AWARDS: 107 individual fellowships.

Note: The Department is not bound by any estimates in this notice.

PROJECT PERIOD: Up to 48 months.

APPLICABLE REGULATIONS: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75 (except as provided in 34 CFR 650.3(b)), 77, 82, 85, 86, 97, 98 and 99; and (b) The regulations for this program in 34 CFR part 650.

SUPPLEMENTARY INFORMATION:

Stipend Level: The Secretary will determine the JKJ fellowship stipend for the academic year 2003-2004 based on the level of support provided by the National Science Foundation (NSF) graduate fellowships as of February 1, 2003, except that the amount will be adjusted as necessary so as not to exceed the JKJ fellow's demonstrated level of financial need.

Institutional Payment: The Secretary will determine the institutional payment for the 2003-2004 academic year by adjusting the previous academic year institutional payment, which is \$11,031 per fellow, by the U.S. Department of Labor's Consumer Price Index for the 2002 calendar year.

The institutional payment will be reduced by the tuition and fees the institution charges and collects from a JKJ fellow.

INSTRUCTIONS FOR TRANSMITTAL OF APPLICATIONS:

Note: Some of the procedures in these instructions for transmitting applications differ from those in the Education Department General Administrative Regulations (EDGAR) (34 CFR 75.102). Under the Administrative Procedure Act (5 U.S.C. 553) the Department generally offers interested parties the opportunity to comment on proposed regulations. However, these amendments make procedural changes only and do not establish new substantive policy. Therefore, under 5 U.S.C. 553(b) (A), the Secretary has determined that proposed rulemaking is not required.

Pilot Project For Electronic Submission of Applications:

In FY 2003, the U.S. Department of Education is continuing to expand its pilot project of electronic submission of applications to include additional formula grant programs and additional discretionary grant competitions. The JKJ Program - CFDA No. 84.170A is one of the programs included in the pilot project. If you are an applicant under the JKJ Program, you may submit your application to us in either electronic or paper format.

The pilot project involves the use of the Electronic Grant Application System (e-APPLICATION, formerly e-GAPS) portion of the Grant Administration and Payment System (GAPS). We request your participation in this pilot project. We shall continue to evaluate its success and solicit suggestions for improvement.

If you participate in this e-APPLICATION pilot, please note the following:

- Your participation is voluntary.
- You will not receive any additional point value or penalty because you submit a grant application in electronic or paper format.
- You can submit the Applicant Information Sheet and Personal Statement electronically, however, you must submit all other application materials in hardcopy, including your letters of

recommendation, transcripts, GRE report (if required for your field of study), and supporting materials in the arts.

- Within three working days of submitting your electronic application fax a signed copy of the Applicant Information Sheet to the Application Control Center after following these steps:
  1. Print the Applicant Information Sheet from the e- APPLICATION system.
  2. Make sure that you sign this form.
  3. Before faxing this form, submit your electronic application via the e-APPLICATION system. You will receive an automatic acknowledgement, which will include a PR/Award number (an identifying number unique to your application).
  4. Place the PR/Award number in the upper right hand corner of Applicant Information Sheet.
  5. Fax the Applicant Information Sheet to the Application Control Center at (202) 260-1349.

You may access the electronic grant application for the JKJ Program at:

<http://e-grants.ed.gov>

We have included additional information about the e-APPLICATION pilot project (see Parity Guidelines between Paper and Electronic Applications) in the application package.

FOR APPLICATIONS CONTACT: Federal Student Aid Information Center, P.O. Box 84, Washington D.C. 20044-0084. Telephone (toll free): 1-800-433-3243, FAX: (202) 502-7859. The application may also be accessed on the JKJ web site:

<http://www.ed.gov/offices/OPE/HEP/iegps/javits.html>

If you use a telecommunications device for the deaf (TDD), you may call the TDD number at 1-800-730-8913.

FOR FURTHER INFORMATION CONTACT: Carolyn Proctor, Jacob K. Javits Fellowship Program, U.S. Department of Education, International Education and Graduate Programs Service, 1990 K St., NW., Suite 6000, Washington, DC 20006-8521. Telephone: (202) 502-7542 or via Internet:

[ope\\_javits\\_program@ed.gov](mailto:ope_javits_program@ed.gov)

If you use a telecommunications device for the deaf (TDD), you may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the program contact person listed under FOR FURTHER INFORMATION CONTACT.

Individuals with disabilities may obtain a copy of the application package in an alternative format by contacting that person. However, the Department is not able to reproduce in an alternative format the standard forms included in the application package.

#### Electronic Access to This Document

You may view this document, as well as all other Department of Education documents published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site:

[www.ed.gov/legislation/FedRegister](http://www.ed.gov/legislation/FedRegister)

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (202) 512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at:

<http://www.access.gpo.gov/nara/index.html>

PROGRAM AUTHORITY: 20 U.S.C. 1134-1134d.

Dated:

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Sally L. Stroup,  
Assistant Secretary  
Office of Postsecondary Education.

## **GENERAL INFORMATION**

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Individuals requesting an Javits Fellowship application or the Free Application for Student Financial Aid (FAFSA) should contact:

**Federal Student Aid Information Center**

**P.O. Box 84**

**Washington, D.C. 20044-0084**

**TELEPHONE (toll free): 1-800-433-3243**

**FAX: (202)502-7859**

**APPLICATION REQUEST VIA INTERNET: [SFAMail@ncs.ed.gov](mailto:SFAMail@ncs.ed.gov)**

All questions regarding the applications should be addressed in writing to the Jacob K. Javits Fellowship Program, U.S. Department of Education, 1990 K St., NW, Suite 6000, Washington, DC 20006-8521, telephone: (202) 502-7542. You can also e-mail the Graduate Team in the Office of Higher Education Programs at [ope\\_javits\\_program@ed.gov](mailto:ope_javits_program@ed.gov) Information on the Javits Fellowship Program is available on the internet at <http://www.ed.gov/offices/OPE/HEP/iegps/javits.html>

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### **Purpose**

The Jacob K. Javits Fellowship Program provides financial assistance to students of superior ability, as demonstrated by their achievements, financial need, and exceptional promise to undertake graduate study in the arts, humanities and social sciences leading to the doctoral or the master's degree where the master's degree in the terminal highest degree awarded in the selected field of study.

### **History**

The program was originally designated the National Graduate Fellowship Program (NGFP) and was introduced into law by Senator Jacob K. Javits (R-NY). Senator Javits, long recognized for his support of education and the arts during his 24 years in the Senate, died on March 7, 1986. His Congressional colleagues honored him in 1986 by renaming the NGFP the Jacob K. Javits Fellowship Program.

### **Authorization/Appropriations**

The Program is authorized by Title VII, Part A, Subpart 1 of the Higher Education Act of 1965, as amended.

### **The Fellowship Board**

The authorizing legislation establishes the Jacob K. Javits Fellows Program Fellowship

Board. The principal function of the Board is to establish the general policies for the Program and oversee its operation. The Board selects the fields in which fellowships are awarded, determines the number of fellowships to be awarded, appoints applicant selection panels, establishes criteria for the selection of Fellows, and prepares and submits reports on the Program to the Congress. The U.S. Secretary of Education appoints distinguished individuals, with experience in public and private institutions of higher education to the Board for terms of 4 years.

For FY 2003, the Board has directed the Department of Education to award twenty percent of the fellowships in the social sciences, twenty percent in the arts, and sixty percent in the humanities. A minimum of sixty percent of the awards will be made to students who have no graduate credits.

### **Eligible Applicants**

Eligibility is limited to students who at the time of application have not yet completed their first full year of doctoral or master's study; or will be entering a graduate program in academic year 2003-2004 leading to a doctoral degree or master's degree where the master's is the terminal highest degree awarded in the selected field of study.

Applicants must be eligible to receive any grant, loan, or work assistance pursuant to Section 484 of the Higher Education Act of 1965, as amended. **Applicants must demonstrate financial need by completing a Free Application for Federal Student Aid by January 31, 2003.**

Eligible applicants must be U.S. citizens or nationals, permanent residents of the U.S., or citizens of any one of the Freely Associated States. Javits Fellowships must be used at a college or university accredited in the United States.

A person is ineligible to apply for this fellowship if he or she has defaulted on a debt to the Federal Government on any previous non-procurement transaction with the Federal Government and has not made satisfactory arrangements to repay a defaulted debt, or has received sentencing under Section 5301 of the Anti-Drug Abuse Act of 1988.

### **Application Preparation**

Application requirements for the Javits Fellowship Program will be strictly observed. Applications must contain all required materials when submitted to the Department of Education.

### **Eligible Fields of Study**

The Javits Fellowship Board annually announces the fields of study in which fellowships are to be awarded. The only eligible fields of study are those listed in this booklet. Applications submitted for study in fields not listed will be ruled ineligible and will not be reviewed. Interdisciplinary applications must include selected fields of study.

### **Awards**

Awards are made for one year, and are renewable for three additional years contingent upon the student making satisfactory progress toward the degree and continued Congressional funding for the program. The award consists of two parts: a stipend to the Fellow for personal expenses, and an institutional payment to be accepted by the institution on behalf of the fellow in lieu of all tuition and fees normally charged to students of similar academic standing.

The stipend awarded to new fellows commencing their fellowships in academic year 2003-2004, and thereafter on an annual basis, is set at a level of support equal to that provided by the National Science Foundation (NSF) graduate fellowships. No stipend award, however, may exceed the Fellow's demonstrated level of need as determined by the Federal Student Aid need analysis formula.

An institutional payment is paid to the institution of higher education at which a Fellow is in attendance. The Secretary will adjust the institutional payment amount prior to the issuance of grant awards based on the Department of Labor's projection Consumer Price Index for calendar year 2002. The payment will continue to be adjusted annually in accordance with inflation as determined by the Department of Labor's CPI. The disposition of the institutional payment is at sole discretion of the fellow's institution.

The institutions of higher education that Javits Fellows have chosen to attend administer the fellowship awards on behalf of the Department of Education. The institution administering a grant award must adhere with the regulations governing this program, including the disbursement of stipends and the application for continued annual support of the Fellow.

### **Conditions of Award**

A recipient of a fellowship must be enrolled or planning to enroll as a full-time student in a graduate program leading to a doctorate or master's degree program where the master's degree is the terminal highest degree awarded in the selected field of study. The fellowship must be used in one of the eligible fields designated by the Javits Board in the arts, humanities, or social sciences. The fellowship must be used at an institution of higher education accredited by an accrediting agency recognized by the Secretary of the Department of Education. **Fellows must commence their graduate study in a program leading to a doctorate or eligible master's degree in the academic year of the grant award.**

Continued support beyond the initial year will be contingent upon (1) the availability of funds as appropriated by the U.S. Congress, (2) satisfactory academic progress as determined by the graduate institution and regulatory compliance, and (3) eligibility factors that may result from policies and priorities enacted by the Board. Fellows are eligible for up to four

years of support or to degree completion whichever comes first.

No fellowship shall be awarded to an individual who is studying for a religious vocation.

### **Restrictions**

A Javits Fellowship cannot be deferred in the first year.

A Fellow may not engage in gainful employment other than part-time employment at his or her graduate institution in teaching, research, or similar activities approved by the Secretary.

The institution of higher education may allow a Fellow to interrupt his or her study, only once. The interruption can be for a period not to exceed 12 months for the following purposes: (1) work, or (2) travel, or independent study away from the campus, if such independent study is supportive of the Fellows academic program. Any such interruption must first be approved by the institution of higher education where the Fellow is enrolled. The institution shall continue payments for the period during which the Fellow is pursuing travel or independent study that is supportive of the recipient's academic program.

Javits Fellowships are portable awards. Changes to a Fellow's institution or graduate program must be approved in advance by the institution of higher education and the Secretary of Education.

### **Notification of Applicants**

Individuals will be contacted no later than March 1, 2003 informing them of their selection as a Jacob K. Javits Fellow or alternate. Letter to winners will be sent after initial contact. All other applicants will be sent notices of non-selection to their permanent addresses. This notification date, however, may be earlier or later, depending upon the number of applications received.

### **Starting Date of Fellowship**

Fiscal Year 2003 Fellows must commence their graduate study in academic year 2003-2004. **The Javits award may not be deferred.**

## APPLICATION REVIEW AND SELECTION PROCESS

The evaluation of applications will be done in two parts. Eligible applications will be read and rated by panels of scholars and academics in the arts, humanities, and social sciences on the basis of demonstrated scholarly achievements and exceptional promise. The second part of an applicant's assessment is a determination of financial need.

Panelists who read the applications are selected for their expertise in the approved fields of study listed in this application. The field of study code (Item No. 12 on the Applicant Information form) is used to assign applications to panels whose members have expertise appropriate to the applications being reviewed. Applicant selection of the appropriate field of study code is therefore very important. Using the correct code assures that individuals who review an application have expertise in that field. If the student plans to enroll in an interdisciplinary program, enter the code in which you wish to be evaluated.

**IMPORTANT:** Applications that do not contain all required information will be ruled technically incomplete and will not be reviewed.

**Applications for students in fields 201-213, and 301-309 will be scored on the basis of 400 points, allocated as follows:**

- **Personal statement - 100.**

The applicant's statement will be evaluated to determine a sense of purpose and professional objectives and an understanding of, and commitment to, scholarly activity. It should describe the applicant's proposed plan of study and how that study will enable the applicant to achieve his or her professional objectives. If the applicant is not currently attending school, it should describe the individual's activities since completing his or her last degree.

- **Letters of Recommendation - 100.**

The three letters of recommendation will be evaluated to determine the applicant's potential to excel in graduate study in his or her chosen field; potential to do the original work required by the dissertation; indications of creativity and originality; academic commitment and breadth of knowledge; and general academic achievement and personal accomplishment. The letters must be included in the application package and not sent separately or directly from the letter's author. The author of a letter of recommendation should discuss items such as the applicant's breadth of academic knowledge, intellectual curiosity, communication skills, both oral and written, research skills, motivation, perseverance, creativity and originality.

- **Academic record - 150.**

The applicant's academic record will be evaluated to determine the depth and breadth of education to date including academic performance in the applicant's major field of study, overall grade point average, quality of curriculum and to a lesser degree, scores from the Graduate Record Examination.

- **Awards and honors - 50.**

The applicant's record will be evaluated for honors and awards (national, state, or local) and activities not reflected on official transcripts, such as publications, presentations at colloquia, scholastic and professional awards, exhibitions, and leadership distinctions.

**Applications for students in fields 102-106 will be scored on the basis of 400 points, allocated as follows:**

- **Personal statement - 100.**

The applicant's statement will be evaluated to determine a sense of purpose and professional objectives and an understanding of, and commitment to, scholarly activity. It should describe the applicant's proposed plan of study and how that study will enable the applicant to achieve his or her professional objectives. If the applicant is not currently attending school, it should describe the individual's activities since completing his or her last degree.

- **Supporting materials in the Arts – 100.**

The applicant's supporting materials will be evaluated to determine the applicant's potential to excel in graduate study in his or her chosen field; potential to do original work in the applicant's field; and indications of creativity and originality. **Note: a list of acceptable materials may be found on the "Special notes" page of this packet.**

- **Letters of Recommendation - 100.**

The three letters of recommendation will be evaluated to determine the applicant's potential to excel in graduate study in his or her chosen field; potential to do the original work required by the dissertation; indications of creativity and originality; academic commitment and breadth of knowledge; and general academic achievement and personal accomplishment. The author of a letter of recommendation should discuss items such as the applicant's breadth of academic knowledge, intellectual curiosity, communication skills, both oral and written, research skills, motivation, perseverance, creativity and originality.

- **Academic record - 50.**

The applicant's academic record will be evaluated to determine the depth and breadth of education to date including academic performance in the applicant's major field of study, overall grade point average, quality of curriculum and to a lesser degree, scores from the graduate record examination.

- **Awards and honors - 50.**

The applicant's record will be evaluated for honors and awards (national, state, or local) and activities not reflected on official transcripts, such as publications, presentations at colloquia, scholastic and professional awards, exhibitions, and leadership distinctions.

**INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR  
THE JACOB K. JAVITS FELLOWSHIP PROGRAM**

**IMPORTANT: DO NOT MAIL ANY MATERIALS SEPARATE FROM THE APPLICATION PACKET TO THE DEPARTMENT OF EDUCATION BEFORE OR AFTER THE CLOSING DAY NOTICE.**

**FOR ALL APPLICANTS**

1. Submit **one original and two copies** of the following application materials: Applicant Information Sheet, GRE scores (if required for your field of study), and transcripts (zerox copies are acceptable if legible). Copies of the letters of recommendation and supporting art materials are not required. We must receive every part of a hardcopy application submission in one package. Materials sent separately from the hardcopy application submission package will not be accepted.

2. **A complete hardcopy application package must contain the following items or it will not be reviewed:**

- **Applicant Information Sheet**

Print or type all items to complete the Applicant Information Sheet. Use the instructions below to complete each item. ***Do not forget to sign the form.***

- **Transcripts**

Transcripts are required from each college or university attended. Unofficial transcripts "issued to student" and photocopies will be accepted. Copied transcripts must be legible. If academic qualifications cannot be determined due to illegible transcripts, an application will be ruled incomplete and will not be reviewed. ***Transcripts sent directly from an institution to the Department of Education will not be accepted.***

- **Graduate Record Examination Scores (GRE)**

Official GRE scores or copies of GRE scores on the General Test are required of all applicants in field codes 102, 201-213, and 301-309. These scores must be submitted regardless of whether or not they were required for admission to your graduate program. Originals or copies, which do not bear the applicant's name, will be ruled incomplete. ***Scores sent directly to the Department of Education will not be accepted.***

- **Personal Statement**

Two type-written pages maximum, include your signature. (No form or format required.)

- **Three Letters of Recommendation**

Letters of recommendation must accompany your original application. Letters with original signatures must arrive in a sealed envelope bearing the applicant's full name across the front, and signed again across the seal. There is no required form or format for letters of recommendation.

Note: The Department of Education will treat recommendation comments in strict confidence. This information, however, is subject to release to the applicant under provisions in the Privacy Act of 1974. The referrers will be informed if their letters are sent to an applicant.

- **Certifications and Assurances**

All applicants must sign the Certification of Eligibility (ED Form 80-0016) and submit it with the application.

3. Applicants must file the Free Application for Federal Student Aid no later than January 31 in order for the Department of Education to meet the Congressionally mandated award schedule.

**NOTE:** Failure to provide complete and accurate information necessary to determine eligibility or to evaluate qualifications will result in the disqualification of your application. The provision of fraudulent information on your application may result in the withdrawal of a Javits fellowship, even after the award has been made.

**INSTRUCTIONS FOR COMPLETING**  
**THE APPLICANT INFORMATION SHEET**

PRINT OR TYPE.

- Item 1.     **NAME:** Print or type your last name, first name, middle name or your maiden name.
- Item 2.     **INSTITUTION:** Enter the name and state of the institution that you currently attend or from which you received your most recent degree.
- Item 3.     **STATUS:** Choose the one that best describes your current status. Select only one.
- Item 4.     **NATIONALITY:** Self-explanatory.
- Item 5.     **CURRENT ADDRESS:** Where mail can reach you at least until June 1, 2003.
- Item 6.     **CURRENT PHONE NO.:** Where you can be reached between now and June 1, 2003.
- Item 7.     **PERMANENT ADDRESS:** Where mail can reach you at any time.
- Item 8.     **PERMANENT PHONE NO.:** Where you can be reached at any time.
- Item 9.     **LIST IN CHRONOLOGICAL ORDER ALL INSTITUTIONS OF HIGHER EDUCATION ATTENDED:** Complete (a) - (h), self-explanatory.
- Item 10.    **GRE TEST SCORES:** Complete for General Test only (actual score and percentile) if required for your field code.
- Item 11.    **ACADEMIC HONORS:** List all and identify if local, regional, or national. Append an explanatory sheet if necessary.
- Item 12.    **FIELD OF STUDY CODE NUMBER:** Indicate the code from the list or, if planning interdisciplinary study, the field in which you wish to have your application evaluated. **Use only one code.**
- Item 13.    **CERTIFICATION:** Sign your name, and date the form.

## **SPECIAL INSTRUCTIONS FOR APPLICANTS IN THE ARTS**

In addition to the previous application requirements, applicants in the arts must include supporting materials in the appropriate format and quantity in order for their application to be reviewed.

***NOTE: MATERIALS SUBMITTED AS PART OF THIS APPLICATION  
PACKAGE WILL NOT BE RETURNED***

The applicant may submit only one of the following types and quantities of materials. Mark each item in a set with your name.

- **Audio Cassette Tapes/Compact Disk** containing no more than 5 minutes of performance time (no records or reel-to-reel).
- **Slides** are limited to ten 35 mm-slides inserted in one standard plastic slide sleeve
  - label each slide with applicant's name
  - number each slide 1-10
  - place a dot on the slide holder to mark the lower left hand corner of image
  - prepare a slide identification sheet with slides listed 1-10 with name of applicant. Provide a title for each slide (if any).
- **Photographs** -- no more than ten 5x7" or 8.5x11" B&W or color prints
- **Videotape** -- one VHS tape with a five-minute maximum length
- **Manuscripts** -- Limited to a maximum of 25 double-spaced pages

## **ELIGIBLE FIELDS OF STUDY**

### **CODES**

### **ARTS**

102	Creative Writing
103	Music Performance, Theory, Composition, and Literature
104	Studio Arts (including Photography)
105	Television, Film, and Cinematography
106	Theater Arts, Playwriting, Screenwriting, Acting, and Dance

### **HUMANITIES**

201	Archaeology
202	Area Studies
203	Classics
204	Comparative Literature
205	English Language and Literature
206	Folklore, Folklife
207	Foreign Languages and Literature
208	History
209	Linguistics
210	Philosophy
211	* Religion
212	Speech, Rhetoric, and Debate
213	Art History

### **SOCIAL SCIENCES**

301	Anthropology
302	Communications and Media
303	Economics
304	Ethnic and Cultural Studies
305	Geography
306	Political Science
307	* Psychology
308	Public Policy, and Public Administration
309	* Sociology

**\*Fellowships cannot be used for students studying for a religious vocation, or for study for a Masters degree or Ph.D. in clinical psychology or social work.**

**APPLICANT INFORMATION**  
**APPLICATION FOR GRANTS UNDER THE**  
**JACOB K. JAVITS FELLOWSHIP PROGRAM**

1. LAST NAME	FIRST NAME	MIDDLE (MAIDEN)
2. Institution (the institution of higher education currently attending or last attended)		
3. STATUS <input type="checkbox"/> Currently enrolled in graduate school  <input type="checkbox"/> Have <b>no graduate credits</b> that <b>have been</b> or <b>could be</b> applied to a graduate program  <input type="checkbox"/> Have <b>graduate credits</b> that <b>have been</b> or <b>could be</b> applied to a graduate program	4. NATIONALITY U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No National permanent resident of: <input type="checkbox"/> U.S. <input type="checkbox"/> North Mariana Islands <input type="checkbox"/> Other	

5. CURRENT STREET ADDRESS ( INCLUDE CITY, STATE, ZIPCODE)	7. PERMANENT STREET ADDRESS ( INCLUDE CITY, STATE, ZIPCODE)
6. CURRENT PHONE:	8. PERMANENT PHONE:

**LIST IN CHRONOLOGICAL ORDER**  
ALL INSTITUTIONS OF HIGHER EDUCATION ATTENDED

9. NAME OF INSTITUTION	STATE	FROM/TO	MAJOR	DEGREE EARNED OR EXPECTED	DATE AWARDED/EXPECTED	CREDITS	GPA

GRE TEST SCORES

10. GRE TEST SCORES: COMPLETE FOR GENERAL TEST ONLY (actual score and percentile) if you are applying in the humanities, social sciences, multi-or-interdisciplinary fields, art history or music.

<b>VERBAL</b>	<b>%</b>	<b>QUANTITATIVE</b>	<b>%</b>	<b>ANALYTICAL</b>	<b>%</b>

<b>APPLICANT NAME</b>	<b>E-MAIL ADDRESS</b>

**LIST ACADEMIC HONORS, AWARDS, DISTINCTIONS, PRIZES, SCHOLARSHIPS AND OTHER NOTABLE LEADERSHIP EXPERIENCES. (USE ADDITIONAL SHEET IF NECESSARY)**

**11. ACADEMIC HONORS:** List all and identify if local, regional, or national. Append an explanatory sheet if necessary.

12. **FIELD OF STUDY CODE NUMBER:** Indicate the code most closely corresponding to your proposed field of study as listed. **Use only one code.** If no code corresponds to your field of study, it is not an eligible field.

**ENTER FIELD OF STUDY CODE HERE (FROM APPLICATION BOOKLET):**

13. **CERTIFICATION:** I HERBY CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE, TRUTHFUL AND ACCURATE.

SIGNATURE

DATE

**IMPORTANT NOTICE  
TO PROSPECTIVE PARTICIPANTS  
IN U.S. DEPARTMENT OF EDUCATION  
CONTRACT AND GRANT PROGRAMS**

**GRANTS**

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that:

Failure to meet a deadline will mean that an applicant will be  
Rejected without any consideration whatever.

The rules, including the deadline for applying for each grant, are published individually in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education  
Application Control Center  
Washington, D.C. 20202-4725

**CONTRACTS**

Competitive procurement actions undertaken by the ED are governed by the Federal Procurement Regulation and implementing ED Procurement Regulation.

Generally, prospective competitive procurement actions are synopsized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFPOfferors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulation is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you. ED FORM 5348, 8/92

REPLACES ED FORM 5348, 6/86 WHICH IS OBSOLETE



### Certification of Eligibility for Federal Assistance in Certain Programs\*

I understand that 34 CFR 75.60, 75.61, and 75.62 require that I make specific certifications of eligibility to the U.S. Department of Education (ED) as a condition of applying for Federal funds in certain programs and that these requirements are in addition to any other eligibility requirements that ED imposes under program regulations. Under 34 CFR 75.60 – 75.62:

I. I certify that:

A. I do not owe a debt, or I am current in repaying a debt, or I am not in default (as that term is used at 34 CFR Part 668) on a debt:

1. To the Federal Government under a nonprocurement transaction (e.g., a previous loan, scholarship, grant, or cooperative agreement); or
2. For a fellowship, scholarship, stipend, discretionary grant, or loan in any program of ED that is subject to 34 CFR 75.60, 75.61, and 75.62, including:
  - Federal Pell Grant Program (20 U.S.C. 1070a, et seq.);\*
  - Federal Supplemental Educational Opportunity Grant (FSEOG) Program (20 U.S.C. 1070(b), et seq.);\*
  - Leveraging Educational Assistance Partnership (LEAP) 20 U.S.C. 1070c, et seq.);\*
  - Federal Perkins Loan Program (20 U.S.C. 1087aa, et seq.);\*
  - Federal Family Education Loan (FFEL) Program (20 U.S.C. 1071, et seq.);\*
  - William D. Ford Federal Direct Loan Program (20 U.S.C. 1087a, et seq.);
  - Robert C. Byrd Honors Scholarship Program (20 U.S.C. 1070d-31, et seq.);
  - Jacob K. Javits Fellows Program (20 U.S.C. 1134-1134d);
  - Bilingual Education Fellowship Program (20 U.S.C. 3221-3262);
  - Rehabilitation Long-Term Training Program (29 U.S.C. 774(b));
  - Teacher Quality Enhancement Grants Program (20 U.S.C. 1021, et seq.);

OR

B. I have made arrangements satisfactory to ED to repay a debt as described in A.1. or A.2. (above) on which I had not been current in repaying or on which I was in default (as that term is used in 34 CFR Part 668).

II. I certify also that I have not been declared by a judge, as a condition of sentencing under section 5301 of the Anti-Drug Abuse Act of 1988 (21 U.S.C. 862), ineligible to receive Federal assistance for the period of this requested funding.

I understand that providing a false certification to any of the statements above makes me liable for repayment to ED for funds received on the basis of this certification, for civil penalties, and for criminal prosecution under 18 U.S.C. 1001.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed or Printed Name)

Name or number of ED program under which this certification is being made: Jacob K. Javits Fellowship Program

\*Signing this document means that you do not owe a debt, or are current in repaying a debt, or are not in default to the following Student Financial Assistance Programs: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Leveraging Educational Assistance Partnership, Federal Perkins Loans, Federal Family Education Loans, William D. Ford Federal Direct Loans.

## PRIVACY ACT STATEMENT

*In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that: (1) The Department is authorized to collect information to implement the Jacob K. Javits Fellowship Program under Title VII, Part A, Subpart 1 of the Higher Education Act of 1965, as amended (20 U.S.C. 1134h-1134k). In accordance with this authority, the Office receives and maintains personal information on applicants for use in processing applications and selecting participants. (2) The principle purpose for collecting this information is to administer the program, including use by program staff, the Fellowship Board, and selection panel members, to determine eligibility and to select Fellows. Disclosure may be made to a Congressional office from the record of an individual in response to any inquiry from the Congressional office made at the request of that individual. If the Department or an employee of the Department is involved in litigation, the Department may send your information to the Department of Justice, a court, adjudicative body, individual or entity empowered by the Department to resolve disputes, counsel or representative or potential witness such disclosure is compatible with the purpose for which the information was requested. Disclosure may also be made to the Department of Justice for the purpose of obtaining its advice as whether particular records are required to be disclosed under the Freedom of Information Act. When the appropriate office of ED determines that an individual or an organization is qualified to carry out specific research, that official may disclose information to that researcher solely for the purpose of carrying out the research. When ED contracts with a private firm for the purpose of administering the seminar(s), relevant records will be disclosed to the contractor. The contractor shall be required to maintain Privacy Act safeguards with respect to such records. Information may be disclosed to any Federal, State, local, or foreign agency or public authority responsible for enforcing, investigating, or prosecuting violations of administrative, civil, or criminal law or regulation where that information is relevant to any enforcement, regulatory, investigative, or prosecutive responsibility with the receiving entity's jurisdiction. (3) You are not required to submit the information requested in this application, however the information will be used in the processing and evaluation of applications; and the failure to provide all or any part of the requested information may delay the process or make it impossible to process an application (disclosure of your social security number is voluntary; failure to disclose such number will not result in the denial of any right, benefit, or privilege to which an individual may be entitled.)*

# **The Higher Education Act of 1965, as amended**

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## **TITLE VII--GRADUATE AND POSTSECONDARY IMPROVEMENT PROGRAMS**

### **SEC. 701. REVISION OF TITLE VII.**

Title VII (20 U.S.C. 1132a et seq.) is amended to read as follows:

## **TITLE VII--GRADUATE AND POSTSECONDARY IMPROVEMENT PROGRAMS**

### **SEC. 700. PURPOSE.**

It is the purpose of this title--

(1) to authorize national graduate fellowship programs--

(A) in order to attract students of superior ability and achievement, exceptional promise, and demonstrated financial need, into high-quality graduate programs and provide the students with the financial support necessary to complete advanced degrees; and

(B) that are designed to--

(i) sustain and enhance the capacity for graduate education in areas of national need; and

(ii) encourage talented students to pursue scholarly careers in the humanities, social sciences, and the arts; and

(2) to promote postsecondary programs.

## **PART A--GRADUATE EDUCATION PROGRAMS**

### **Subpart 1--Jacob K. Javits Fellowship Program**

### **SEC. 701. AWARD OF JACOB K. JAVITS FELLOWSHIPS.**

(a) **AUTHORITY AND TIMING OF AWARDS-** The Secretary is authorized to award fellowships in accordance with the provisions of this subpart for graduate study in the arts, humanities, and social sciences by students of superior ability selected on the basis of demonstrated achievement, financial need, and exceptional promise. The fellowships shall be awarded to students who are eligible to receive any grant, loan, or work assistance pursuant to section 484 and intend to pursue a doctoral degree, except that fellowships may be granted to students pursuing a master's degree in those fields in which the master's degree is the terminal highest degree awarded in the area of study. All funds appropriated in a fiscal year shall be obligated and expended to the students for fellowships for use in the academic year beginning after July 1 of the fiscal year following the fiscal year for which the funds were appropriated. The fellowships shall be awarded for only 1 academic year of study and shall be renewable for a period not to exceed 4 years of study.

(b) **DESIGNATION OF FELLOWS-** Students receiving awards under this subpart shall be known as 'Jacob K. Javits Fellows'.

(c) **INTERRUPTIONS OF STUDY-** The institution of higher education may allow a fellowship recipient to interrupt periods of study for a period not to exceed 12 months for the purpose of work, travel, or independent study away from the campus, if such independent study is supportive of the fellowship recipient's academic program and shall continue payments for those 12-month periods during which the student is pursuing travel or independent study supportive of the recipient's academic program.

(d) **PROCESS AND TIMING OF COMPETITION-** The Secretary shall make applications for fellowships under this part available not later than October 1 of the academic year preceding the academic year for which fellowships will be awarded, and shall announce the recipients of fellowships under this section not later than March 1 of the academic year preceding the academic year for which the fellowships are awarded.

(e) **AUTHORITY TO CONTRACT-** The Secretary is authorized to enter into a contract with a nongovernmental agency to administer the program assisted under this part if the Secretary determines that entering into the contract is an efficient means of carrying out the program.

## **SEC. 702. ALLOCATION OF FELLOWSHIPS.**

### **(a) FELLOWSHIP BOARD-**

(1) **APPOINTMENT-** The Secretary shall appoint a Jacob K. Javits Fellows Program Fellowship Board (hereinafter in this subpart referred to as the 'Board') consisting of 9 individuals representative of both public and private institutions of higher education who are especially qualified to serve on the Board. In making appointments, the Secretary shall give due consideration to the appointment of individuals who are highly respected in the academic community. The Secretary shall assure that individuals appointed to the Board are broadly representative of a range of disciplines in graduate education in arts, humanities, and social sciences.

#### **(2) DUTIES-** The Board shall--

(A) establish general policies for the program established by this subpart and oversee the program's operation;

(B) establish general criteria for the award of fellowships in academic fields identified by the Board, or, in the event that the Secretary enters into a contract with a nongovernmental entity to administer the program assisted under this subpart, by such nongovernmental entity;

(C) appoint panels of academic scholars with distinguished backgrounds in the arts, humanities, and social sciences for the purpose of selecting fellows, except that, in the event that the Secretary enters into a contract with a nongovernmental entity to administer the program, such panels may be appointed by such nongovernmental entity; and

(D) prepare and submit to the Congress at least once in every 3-year period a report on any modifications in the program that the Board determines are appropriate.

(3) **CONSULTATIONS-** In carrying out its responsibilities, the Board shall consult on a regular basis with representatives of the National Science Foundation, the National Endowment for the Humanities, the National Endowment for the Arts, and representatives of institutions of higher education and associations of such institutions, learned societies, and professional organizations.

(4) **TERM-** The term of office of each member of the Board shall be 4 years, except that any member appointed to fill a vacancy shall serve for the remainder of the term for which the predecessor of the member was appointed. No member may serve for a period in excess of 6 years.

(5) **INITIAL MEETING; VACANCY-** The Secretary shall call the first meeting of the Board, at which the first order of business shall be the election of a Chairperson and a Vice Chairperson, who shall serve until 1 year after the date of the appointment of the Chairperson and Vice Chairperson. Thereafter each officer shall be elected for a term of 2 years. In case a vacancy occurs in either office, the Board shall elect an individual from among the members of the Board to fill such vacancy.

(6) **QUORUM; ADDITIONAL MEETINGS-** (A) A majority of the members of the Board shall constitute a quorum.

(B) The Board shall meet at least once a year or more frequently, as may be necessary, to carry out the Board's responsibilities.

(7) **COMPENSATION-** Members of the Board, while serving on the business of the Board, shall be entitled to receive compensation at rates fixed by the Secretary, but not exceeding the rate of basic pay payable for level IV of the Executive Schedule, including travel time, and while so serving away from

their homes or regular places of business, the members may be allowed travel expenses, including per diem in lieu of subsistence, as authorized by section 5703 of title 5, United States Code, for persons in Government service employed intermittently.

(b) **USE OF SELECTION PANELS-** The recipients of fellowships shall be selected in each designated field from among all applicants nationwide in each field by distinguished panels appointed by the Board to make such selections under criteria established by the Board, except that, in the event that the Secretary enters into a contract with a nongovernmental entity to administer the program, such panels may be appointed by such nongovernmental entity. The number of recipients in each field in each year shall not exceed the number of fellows allocated to that field for that year by the Board.

(c) **FELLOWSHIP PORTABILITY-** Each recipient shall be entitled to use the fellowship in a graduate program at any accredited institution of higher education in which the recipient may decide to enroll.

### **SEC. 703. STIPENDS.**

(a) **AWARD BY SECRETARY-** The Secretary shall pay to individuals awarded fellowships under this subpart such stipends as the Secretary may establish, reflecting the purpose of this program to encourage highly talented students to undertake graduate study as described in this subpart. In the case of an individual who receives such individual's first stipend under this subpart in academic year 1999-2000 or any succeeding academic year, such stipend shall be set at a level of support equal to that provided by the National Science Foundation graduate fellowships, except such amount shall be adjusted as necessary so as not to exceed the fellow's demonstrated level of need determined in accordance with part F of title IV.

(b) **Institutional Payments-**

(1) **IN GENERAL-** (A) The Secretary shall (in addition to stipends paid to individuals under this subpart) pay to the institution of higher education, for each individual awarded a fellowship under this subpart at such institution, an institutional allowance. Except as provided in subparagraph (B), such allowance shall be, for 1999-2000 and succeeding academic years, the same amount as the institutional payment made for 1998-1999 under section 933(b) (as such section was in effect on the day before the date of enactment of the Higher Education Amendments of 1998) adjusted for 1999-2000 and annually thereafter in accordance with inflation as determined by the Department of Labor's Consumer Price Index for the previous calendar year.

(B) The institutional allowance paid under subparagraph (A) shall be reduced by the amount the institution charges and collects from a fellowship recipient for tuition and other expenses as part of the recipient's instructional program.

(2) **SPECIAL RULES-** (A) Beginning March 1, 1992, any applicant for a fellowship under this subpart who has been notified in writing by the Secretary that such applicant has been selected to receive such a fellowship and is subsequently notified that the fellowship award has been withdrawn, shall receive such fellowship unless the Secretary subsequently makes a determination that such applicant submitted fraudulent information on the application.

(B) Subject to the availability of appropriations, amounts payable to an institution by the Secretary pursuant to this subsection shall not be reduced for any purpose other than the purposes specified under paragraph (1).

### **SEC. 704. FELLOWSHIP CONDITIONS.**

(a) **REQUIREMENTS FOR RECEIPT-** An individual awarded a fellowship under the provisions of this subpart shall continue to receive payments provided in section 703 only during such periods as the Secretary finds that such individual is maintaining satisfactory proficiency in, and devoting essentially full time to, study or research in the field in which such fellowship was awarded, in an institution of higher education, and is not engaging in gainful employment other than part-time employment by such institution in teaching, research, or similar activities, approved by the Secretary.

(b) **REPORTS FROM RECIPIENTS-** The Secretary is authorized to require reports containing such information in such form and filed at such times as the Secretary determines necessary from any person awarded a fellowship under the provisions of this subpart. The reports shall be accompanied by a certificate from an appropriate official at the institution of higher education, library, archive, or other research center approved by the Secretary, stating that such individual is making satisfactory progress in, and is devoting essentially full time to the program for which the fellowship was awarded.

**SEC. 705. AUTHORIZATION OF APPROPRIATIONS.**

There are authorized to be appropriated \$30,000,000 for fiscal year 1999 and such sums as may be necessary for each of the 4 succeeding fiscal years to carry out this subpart.

(Authority: 20 U.S.C. 1134-1134d)  
Code of Federal Regulations]  
[Title 34, Volume 3, Parts 400 to end]  
[Revised as of July 1, 2000]  
From the U.S. Government Printing Office via GPO  
Access  
[CITE: 34CFR650.1]

## **TITLE 34--EDUCATION**

### **CHAPTER VI--OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION**

#### **PART 650--JACOB K. JAVITS FELLOWSHIP PROGRAM**

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##### **Sec. 650.1 What is the Jacob K. Javits Fellowship Program?**

(a) Under the Jacob K. Javits Fellowship Program the Secretary awards fellowships to students of superior ability selected on the basis of demonstrated achievement, financial need, and exceptional promise, for study at the doctoral level in selected fields of the arts, humanities, and social sciences.

(b) Students awarded fellowships under this program are called Jacob K. Javits Fellows.

(Authority: 20 U.S.C. 1134)

[58 FR 58084, Oct. 28, 1993, as amended at 64 FR 3199, Jan. 20, 1999]

**Sec. 650.2 Who is eligible to receive a fellowship?**  
An individual is eligible to receive a fellowship if the

individual--

(a) Is enrolled at an institution of higher education in the program of study leading to a doctoral degree, and is not studying for a religious vocation, in the academic field for which the fellowship is awarded;

(b) Meets the eligibility requirements established by the Fellowship Board;

(c) Is not ineligible to receive assistance under 34 CFR 75.60, as added on July 8, 1992 (57 FR 30328, 30337); and

(d)(1) Is pursuing a doctoral degree that will not lead to an academic career and is--

(i) A citizen or national of the United States;

(ii) A permanent resident of the United States;

(iii) In the United States for other than a temporary purpose and intends to become a permanent resident; or

(iv) A citizen of any one of the Freely Associated States; or

(2) Is pursuing a doctoral degree that will lead to an academic career and is a citizen of the United States.

(Authority: 20 U.S.C. 1134-1134d)

[58 FR 58084, Oct. 28, 1993, as amended at 64 FR 3199, Jan. 20, 1999]

### **Sec. 650.3 What regulations apply to the Jacob K. Javits Fellowship Program?**

The following regulations apply to this program:

(a) The regulations in this part 650.

(b) The Education Department General Administrative Regulations (EDGAR) as follows:

(1) 34 CFR part 74 (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations).

(2) 34 CFR part 75 (Direct Grant Programs), except for the following:

(i) Subpart C (How to Apply for a Grant);

(ii) Subpart D (How Grants Are Made); and

(iii) Sections 75.580 through 75.592 of subpart E.

(3) 34 CFR part 77 (Definitions that Apply to Department Regulations), except for the terms "grantee" and "recipient."

(4) 34 CFR part 82 (New Restrictions on Lobbying).

(5) 34 CFR part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)).

(6) 34 CFR part 86 (Drug-Free Schools and Campuses).

(Authority: 20 U.S.C. 1134-1134d)

[58 FR 58084, Oct. 28, 1993, as amended at 64 FR 3199, Jan. 20, 1999]

### **650.4 What definitions apply to the Jacob K. Javits Fellowship Program?**

The following definitions apply to terms used in this part:

Academic year means the 12-month period beginning with the fall instructional term of the institution of higher education.

Act means the Higher Education Act of 1965, as amended.

Department means any program, unit or any other administrative subdivision of an institution of higher education that--

(1) Directly administers or supervises post-baccalaureate instruction in a specific discipline; and

(2) Has the authority to award academic course credit acceptable to meet degree requirements at an institution of higher education.

Fellow means a recipient of a Jacob K. Javits fellowship under this part.

Fellowship means an award made to a person for graduate study under this part.

Fellowship Board means the Jacob K. Javits Fellowship Program Fellowship Board, composed of individual representatives of both public and private institutions of higher education who are appointed by the Secretary to establish general policies for the program

and oversee its operation.

Financial need means the fellow's financial need as determined under part F of title IV of the HEA, for the period of the fellow's enrollment in the approved academic field of study for which the fellowship was awarded.

Grantee means an institution of higher education that administers a fellowship award under this part.

HEA means the Higher Education Act of 1965, as amended.

Institution means an institution of higher education.

Institution of higher education means an institution of higher education as defined in section 1201(a) of the HEA.

Institutional payment means the amount paid by the Secretary to the institution of higher education in which the fellow is enrolled to be applied against the tuition and fees required of the fellow by the institution as part of the fellow's instructional program.

Knows or has reason to know means that a person with respect to a statement--

(1) Has actual knowledge that the statement is false or fictitious;

(2) Acts in deliberate ignorance of the truth or falsity of the statement; or

(3) Acts in reckless disregard of the truth or falsity of the statement.

Recipient means an institution of higher education that administers a fellowship award under this part.

Satisfactory progress means that the fellow meets or exceeds the institution's criteria and standards established for all doctoral students' continued status as applicants for the doctoral degree in the academic field of study for which the fellowship was awarded.

Secretary means Secretary of the Department of Education or an official or employee of the Department acting for the Secretary under a delegation of authority.

Stipend means the amount paid to an individual awarded a fellowship, including an allowance for subsistence and other expenses for the individual and his or her dependents.

(Authority: 20 U.S.C. 1134-1134d)

[58 FR 58084, Oct. 28, 1993, as amended at 64 FR 3199, Jan. 20, 1999]

#### **Sec. 650.5 What does a fellowship award include?**

The Secretary awards fellowships consisting of the following:

(a) A stipend paid to the fellow, based upon an annual determination of the fellow's financial need, as described in Sec. 650.42.

(b) An annual payment made to the institution in which the fellow is enrolled as described in Sec. 650.41.

(Authority: 20 U.S.C. 1134b)

#### **Subpart B--How Does an Individual Apply for a Fellowship?**

**Sec. 650.10** How does an individual apply for a fellowship?

An individual shall apply to the Secretary for a fellowship award in response to an application notice published by the Secretary in the Federal Register.

(Authority: 20 U.S.C. 1134)

#### **Subpart C--How Are Fellows Selected?**

#### **Sec. 650.20 What are the selection procedures?**

(a) The Fellowship Board establishes criteria for the selection of fellows.

(b) Each year the Fellowship Board selects specific fields of study, and the number of fellows in each field (within the humanities, arts and social sciences), for which fellowships will be awarded.

(c) The Fellowship Board, or in the event the Secretary contracts with a non-governmental entity to administer the program, that non-governmental entity, appoints panels of distinguished individuals in each field to evaluate applications.

(d) The Secretary may make awards of the

fellowships each year in two or more stages, taking into account at each stage the amount of funds remaining after the level of funding for awards previously made has been established or adjusted.

(Authority: 20 U.S.C. 1134a)

[58 FR 58084, Oct. 28, 1993, as amended at 64 FR 3199, Jan. 20, 1999]

#### **Subpart D—What Conditions Must be Met By Fellows?**

##### **Sec. 650.30 Where may fellows study?**

A fellow may use the fellowship only for enrollment in a doctoral program at an institution of higher education accredited by an accrediting agency or association recognized by the Secretary, which accepts the fellow for graduate study, and which has agreed to comply with the provisions of this part applicable to institutions.

(Authority: 20 U.S.C. 1134-1134d)

[58 FR 58084, Oct. 28, 1993, as amended at 64 FR 3199, Jan. 20, 1999]

##### **Sec. 650.31 How does an individual accept a fellowship?**

(a) An individual notified by the Secretary of selection as a fellow shall inform the Secretary of the individual's acceptance in the manner and time prescribed by the Secretary in the notification.

(b) If an individual fails to comply with the provisions of paragraph (a) of this section, the Secretary treats the individual's failure to comply as a refusal of the fellowship.

(Authority: 20 U.S.C. 1134)

##### **Sec. 650.32 How does the Secretary withdraw an offer of a fellowship?**

(a) The Secretary withdraws an offer of a fellowship to an individual only if the Secretary determines that the individual submitted fraudulent information on the application.

(b) The Secretary considers the application to contain fraudulent information if the application contains a statement that--

(1) The applicant knows or has reason to know--

(i) Asserts a material fact that is false or fictitious;

or

(ii) Is false or fictitious because it omits a material fact that the person making the statement has a duty to include in the statement; and

(2) Contains or is accompanied by an express certification or affirmation of the truthfulness and accuracy of the contents of the statement.

[58 FR 58084, Oct. 28, 1993, as amended at 64 FR 3199, Jan. 20, 1999]

##### **Sec. 650.33 What is the duration of a fellowship?**

(a) An individual may receive a fellowship for a doctoral degree program of study for a total of 48 months or the time required for receiving the doctoral degree, whichever is less.

(b)(1) An individual may receive a fellowship for no more than 24 months for dissertation work, without the prior approval of the Secretary.

(2) A fellow may apply to the Secretary for an additional period of fellowship support for dissertation work. The fellow's application must include--

(i) The specific facts detailing the reasons why the additional period of dissertation work support is necessary;

(ii) A certification by the institution that it is aware of the fellow's application and that the fellow has attained satisfactory progress in the fellow's academic studies; and

(iii) A recommendation from the institution that the additional period of fellowship support for dissertation work is

necessary.

(c) A fellow who maintains satisfactory progress in the program of study for which the fellowship was awarded may have the fellowship renewed annually for the total length of time described in paragraph (a) of this section.

(Authority: 20 U.S.C. 1134, 1134c)

#### **Sec. 650.34 What conditions must be met by fellows?**

In order to continue to receive payments under a fellowship, a fellow shall--

- (a) Maintain satisfactory progress in the program for which the fellowship was awarded as determined by the institution of higher education;
- (b) Devote essentially full time to study or research in the field in which the fellowship was awarded, as determined by the institution of higher education;
- (c) Not engage in gainful employment during the period of the fellowship except on a part-time basis, for the institution of higher education at which the fellowship was awarded, in teaching, research, or similar activities approved by the Secretary; and
- (d) Begin study under the fellowship in the academic year specified in the fellowship award.

(Authority: 20 U.S.C. 1134-1134d)

#### **Sec. 650.35 May fellowship tenure be interrupted?**

(a) An institution of higher education may allow a fellow to interrupt study for a period not to exceed 12 months, but only if the interruption of study is--

- (1) For the purpose of work, travel, or independent study, if the independent study is away from the institution and supportive of the fellow's academic program; and
  - (2) Approved by the institution of higher education.
- (b) A fellow may continue to receive payments during the period of interruption only if the fellow's interruption of study is for the purpose of travel or

independent study that is supportive of the fellow's academic program.

(c) A fellow may not receive payments during the period of interruption if the fellow's interruption of study is for the purpose of travel that is not supportive of the fellow's academic program, or work, whether supportive of the fellow's academic program or not.

(d) The Secretary makes a pro rata institutional payment to the institution of higher education in which the fellow is enrolled during the period the fellow receives payments as described in paragraph (b) of this section.

(Authority: 20 U.S.C. 1134)

#### **Sec. 650.36 May fellows make changes in institution or field of study?**

After an award is made, a fellow may not make any change in the field of study or institution attended without the prior approval of the Secretary.

(Authority: 20 U.S.C. 1134c)

#### **Sec. 650.37 What records and reports are required from fellows?**

Each individual who is awarded a fellowship shall keep such records and submit such reports as are required by the Secretary.

(Authority: 20 U.S.C. 1134c)

### **Subpart E--What Are the Administrative Responsibilities of the Institution?**

#### **Sec. 650.40 What institutional agreements are needed?**

Students enrolled in an otherwise eligible institution of higher education may receive fellowships only if the institution enters into an Agreement with the Secretary to comply with the provisions of this part.

(Authority: 20 U.S.C. 1134-1134d)

**Sec. 650.41 How are institutional payments to be administered?**

(a) With respect to the awards made for the academic year 1998-1999, the Secretary makes a payment of \$10,222 to the institution of higher education for each individual awarded a fellowship for pursuing a course of study at the institution. The Secretary adjusts the amount of the institutional payment annually thereafter in accordance with inflation as determined by the U.S. Department of Labor's Consumer Price Index for the previous calendar year.

(b) If the institution of higher education charges and collects amounts from a fellow for tuition or other expenses required by the institution as part of the fellow's instructional program, the Secretary deducts that amount from the institutional payment.

(c) If the fellow is enrolled for less than a full academic year, the Secretary pays the institution a pro rata share of the allowance.

(Authority: 20 U.S.C. 1134b)

**Sec. 650.42 How are stipends to be administered?**

(a) The institution annually shall calculate the amount of a fellow's financial need in the same manner as that in which the institution calculates its students' financial need under part F of title IV of the HEA.

(b) For a fellowship initially awarded for an academic year prior to the academic year 1993-1994, the institution shall pay the fellow a stipend in the amount of the fellow's financial need or \$10,000, whichever is less.

(c) For a fellowship initially awarded for the academic year 1993-1994 or any succeeding academic year, the institution shall pay the fellow a stipend at a level of support equal to that provided by the National Science Foundation graduate fellowships, except that the amount must be

adjusted as necessary so as not to exceed the fellow's demonstrated level of financial need.

(Authority: 20 U.S.C. 1134b)

**Subpart E--What Are the Administrative Responsibilities of the Institution?**

**Sec. 650.43 How are disbursement and return of funds made?**

(a) An institution shall disburse a stipend to a fellow no less frequently than once per academic term. If the fellowship is vacated or discontinued, the institution shall return any unexpended funds to the Secretary at such time and in such manner as the Secretary may require.

(b) If a fellow withdraws from an institution before completion of an academic term, the institution shall refund to the Secretary a prorated portion of the institutional payment that it received with respect to that fellow. The institution shall return those funds to the Secretary at such time and in such manner as the Secretary may require.

(c) A fellow who withdraws from an institution before completion of an academic term for which the fellow received a stipend installment shall return a prorated portion of the stipend installment to the institution at such time and in such manner as the Secretary may require.

(Authority: 20 U.S.C. 1134b)

**Subpart E--What Are the Administrative Responsibilities of the Institution?**

**Sec. 650.44 What records and reports are required from institutions?**

(a) An institution shall provide to the Secretary, prior to receiving funds for disbursement to a fellow, a certification from an appropriate official at the institution stating whether that fellow is making satisfactory progress in, and is devoting essentially

full time to the program for which the fellowship was awarded.

(b) An institution shall keep such records as are necessary to establish the timing and amount of all disbursements of stipends.

(Approved by the Office of Management and Budget  
under control number  
1840-0562)

(Authority: 20 U.S.C. 1134c)

**NOTICE TO APPLICANTS:**  
**THE GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)**

**What is GPRA?**

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

**What is the performance indicator for the Jacob K. Javits Fellowship Program?**

The objective and performance indicator is as follows:

1. **Time to degree completion will be less than the National average.**
  - (1.1) Persons receiving a Javits fellowship will receive a doctorate in fields of the Arts, Humanities or Social Sciences in less time than the National average of 7.2 years.

## APPLICATION TRANSMITTAL INSTRUCTIONS

### Application Deadline

Applications must be **postmarked** or hand-delivered by the date announced in the Application Notice, **December 11, 2002.**

### Applications Delivered by Mail

An application sent by mail must be addressed to:

**U.S. Department of Education  
Application Control Center  
Attn: CFDA #84.170  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4725**

An application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the U.S. Department of Education.

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with the local post office. An applicant is encouraged to use registered or at least first-class mail. Each late applicant will be notified that its application will not be considered.

### Applications Delivered by Hand/Courier Service

Applications should be hand delivered to:

**U.S. Department of Education  
Application Control Center  
General Services Administration  
National Capital Region, Room 3633  
7th and D Streets, SW  
Washington, DC 20202-4725**

The Application Control Center will accept deliveries between 8:00 a.m. and 4:30 p.m. (Washington, DC) daily, except Saturdays, Sundays, and Federal holidays. Individuals delivering applications must use the D street entrance. Proper identification is necessary to enter the building. In order for an application sent through a Courier Service to be considered timely, the Courier Service must be in receipt of the application on or before the closing date.

## **GRANT APPLICATION RECEIPT ACKNOWLEDGEMENT**

If you fail to receive the notification of application receipt within fifteen (15) days from the closing date, call:

**U.S. Department of Education  
Application Control Center  
(202) 708-9493**

## **GRANT AND CONTRACT FUNDING INFORMATION**

The Department of Education provides information about grant and contract opportunities electronically in several ways

<b>ED Internet Home Page</b>	<b><u><a href="http://www.ed.gov/">http://www.ed.gov/</a></u></b>	<b>(WWW address)</b>
	<b><u><a href="Gopher://gopher.ed.gov/">Gopher://gopher.ed.gov/</a></u></b>	<b>(Gopher address)</b>
<b>OCFO Web Internet Page</b>	<b><u><a href="http://ocfo.ed.gov/">http://ocfo.ed.gov/</a></u></b>	<b>(WWW address)</b>

U.S. DEPARTMENT OF EDUCATION  
WASHINGTON, D.C. 20202-5247

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